

GUIDELINES FOR EMPLOYEE PROGRESSIVE DISCIPLINARY ACTION

Offenses on the Job and Deficiencies	First Offense	Second Offense	Third Offense	Fourth Offense
Abandonment of Position	Employees who voluntarily fail to report to work for three consecutive work days and fail to personally contact their immediate supervisor during this time period, will be considered to have voluntarily resigned.			
Absence Without Authorized Leave	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
Alcoholic Drinking or Using Illegal Drugs on the Job (Refer to the Alcohol & Drug-Free Workplace Policy)	Suspension to Dismissal	<i>Provisions of Act on Alcoholism Apply</i>		
Any Accumulation of Three (3) Offenses Within Two (2) Years where the First Offense Calls for an Oral or Written Reprimand	Suspension to Dismissal			
Any Accumulation of Three (3) Offenses within Three (3) Years Where the First or Second Offense Calls for Suspension	Dismissal			
Charged with Committing a Crime that Reflects Negatively on an Individual's Suitability for Continued Employment	Suspension (with rights to reinstatement if acquitted, without backpay)			
Consumer Abuse	Dismissal			
Conviction of a Felony Involving Moral Turpitude or that Reflects Negatively on an Individual's Suitability for Continued Employment	Dismissal			
Conviction of Any Crime that Reflects Negatively on an Individual's Suitability for Continued Employment	Dismissal			

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Destruction of Property or Equipment	Suspension to Dismissal	Dismissal		
Discourteous Treatment of Visitors and/or Consumers	Oral Reprimand to Suspension	Suspension to Dismissal	Dismissal	
Engaging in Unlawful Work Stoppages, Slowdowns or Strikes	Written Warning to Dismissal	Dismissal		
*Excessive Absenteeism (Refer also to FMLA & ADA policies)	Oral Reprimand	Written Warning	Suspension to Dismissal	Dismissal
*Excessive Tardiness or Failure to Observe Assigned Work Hours	Oral Reprimand	Written Warning	Suspension	Dismissal
*Excessive Use of Telephone for Personal Matters	Oral Reprimand	Written Warning	Suspension	Dismissal
Failure to Maintain Consumer Accountability	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
Failure to Maintain Current License or Certificate Required by Law, as a Condition of Performing the Job	Suspension to Dismissal	Dismissal		
*Failure to Maintain Satisfactory or Harmonious Working Relationships with Employees or Supervisors	Oral Reprimand	Written Warning	Suspension to Dismissal	Dismissal
Falsification of Information on the Application for Employment	Dismissal			
Falsifying Official Records	Dismissal			

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Fighting (Inappropriate Interpersonal Physical Contact)	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
Gambling During Work Hours	Suspension to Dismissal	Dismissal		
*Horseplay	Oral Reprimand	Written Warning	Suspension	Dismissal
Impeding/Interfering with an Official Investigation	Suspension to Dismissal	Dismissal		
Improper Conduct or Conduct Unbecoming a State Employee	Suspension to Dismissal	Dismissal		
Inappropriate Interactions with a Consumer	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
*Inappropriate Use of Sick Leave	Written Warning	Suspension	Dismissal	
Insubordination	Suspension to Dismissal	Dismissal		
Leaving Work Station without Authorization	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
Lewd Conduct Toward or With a Consumer or Employee	Dismissal			
Malicious Use of Profane or Disrespectful Language to Staff or Consumers	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
Misappropriation of Governmental or Consumers' Funds	Dismissal			

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Negligence	Suspension to Dismissal	Dismissal		
Negligence Involving Life-Safety of Staff	Dismissal			
Participation in Any Action that Disrupts or Disturbs the Normal Operation of the Agency or Facility	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
Placing Unauthorized Long Distance Telephone Calls	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
Possession of Weapons, Alcohol or Illegal Drugs on Agency Property or in State Vehicles	Suspension to Dismissal	Dismissal		
Refusal to Accept a Reasonable and Proper Assignment from an Authorized Supervisor when Stated as a Direct Order	Dismissal			
Reporting to Work Under the Influence of Alcohol or Drugs	Written Warning to Suspension	Suspension to Dismissal	Dismissal (Provisions of Act on Alcoholism Apply)	
Sexual Harassment	5 Days Suspension to Dismissal	Dismissal		
Sleeping on Duty	Suspension	Dismissal		
Stealing or Theft of Departmental or Consumer Property and/or Funds	Dismissal			
Threatening or Making Threatening Actions Toward Another Employee or Consumer (Refer to Workplace Violence Policy)	Suspension to Dismissal	Dismissal		
Unacceptable Quality of Work	(Guidelines established in EPMS Directive)			

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Unauthorized Distribution of Written or Printed Material of Any Kind	Written Warning	Suspension to Dismissal	Dismissal	
Unauthorized Solicitation or Sales on State Premises	Written Warning	Suspension to Dismissal	Dismissal	
Unauthorized Use of State Credit Card	Suspension to Dismissal	Dismissal		
Unauthorized Use of State or Consumers' Property and/or Equipment	Written Warning to Suspension	Suspension to Dismissal	Dismissal	
Unauthorized Use or Release of Confidential Information from Official Records or Reports	Written Warning to Dismissal	Suspension to Dismissal	Dismissal	
Violation of Smoke-Free Environment Policy	Oral Reprimand	Written Warning	Suspension	Dismissal
*Violation of Written Rules, Regulations or Policies	Written Warning to Suspension	Suspension to Dismissal	Dismissal	
Willful False Statements To A Supervisor	Suspension to Dismissal	Dismissal		
*Working on Personal Jobs During Working Hours	Written Warning	Suspension to Dismissal	Dismissal	

**All warning notices for the above offenses marked with an asterisk “*” will be removed after a period of two (2) years from date of issuance, provided there are no further occurrences of the same or different offenses within that 2-year period . Warning notices for all other above offenses (those without the asterisk “*” mark) will become a part of, and will remain in, the employee’s permanent personnel file.*